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IHSA-82-037

13 September 1982

MEMORANDUM FOR: Chief, Compensation System Development Branch,
Systems Development Division, A/ODP

THROUGH: Chief, Systems Development Division, A/ODP

FROM:

Information Handling Systems Architect

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SUBJECT:

Comments on Detailed Requirements for the
Automated Compensation and Information
System (ACIS), ODP-82-7434, dated 23 August 1982

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1. We appreciate the opportunity to review the ACIS Detailed Systems Requirements Document. The document is a skilled specification definition that appears to cover the significant aspects of most required processes at an appropriate level of detail.

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2. There are, however, a few aspects which appear to be missing or not to the expected level of detail for this level. They are listed below with the caveat that their expression may be clumsy due to our lack of familiarity with the details of the present OF compensation process and the background of the ACIS project.

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- The document does not cite specific required "files" which legally must be contained in or interface with ACIS. These are not discretionary files of the design process, but those which must be created and maintained as separate entities regardless of ACIS functions or methods. They should be described in this document along with their characteristics, i.e., control and access authority, data sources, data destinations, sizes, form, update frequency, etc.

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- With respect to the "minimal input for normal tours of duty" (see e.1.1.2.2): is "defaulting" legal and acceptable? The volume implications or data entry are significant.

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- With respect to external interfaces: have timing, volume, procedural, and operational considerations been examined sufficiently? Elements of standardization, commonality, and interoperability are of importance here, and we trust the ACIS will significantly enhance the Agency's position in the area. ☐ 25X1
 - Has the auditing process been considered with respect to operational ease and needs as well as with respect to legal requirements? A bit more detailed description would be helpful. ☐ 25X1
 - With respect to the query/reporting requirements (see 3.1.8), especially the audit query (see 3.1.8.3.6), have all legal requirements for both hardcopy (or COM) reports and audit trails been considered? Indexing to the correct COM report in the "archives" may be difficult ☐ 25X1
 - Have operational considerations, in general, been specified sufficiently? Data bases which come "on-line" after being "batch" for long periods of time traditionally become more "popular" than envisioned. Numbers of queries, extent of searches, extracts of data, etc. seem to mushroom, and we trust user access, availability, output methods, etc. are sufficient. ☐ 25X1
3. Otherwise, there are some minor considerations/observations we have:
- F.I.C.A. vs. Civil Service (see 3.1.4.3.5.5) may be changed during ACIS's lifetime and should be readily changeable. ☐ 25X1
 - The term "appropriate individual", which appears several places, if replaced by an organizational designation would add clarity. ☐ 25X1
 - Specific definition of "records schedule" for historical records (see 3.1.1.5) and throughout the document would be helpful. How much historical information is "on-line" and/or "batch" retrievable is not apparent. ☐ 25X1
 - The statistical query capability (see 3.1.8.3.4) is wide open and may be misinterpreted beyond system capabilities. ☐ 25X1
 - The backup capability (see 3.1.2.6.3) media choice should be ODP's - one which meets OF's timing constraints but then of ODP's preference. ☐ 25X1

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4. Again, we find this document to be very thorough and specific in covering the vast scope of the top-level requirements. Thank you for giving us the opportunity to review it, and please feel free to contact

[redacted] of our office, if you wish to pursue the points we raised [redacted]

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cc:

[redacted] IHSA

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ACIS

OCTOBER - DECEMBER 1982

1. ACTIVITY THIS PERIOD

- o Review of Existing Compensation Systems
- o Interface Control Documents
- o Alternative Methods of
Entering T&A Data

2. PROBLEMS and SHORTFALLS

- o None

ACIS

OCTOBER - DECEMBER 1982 (cont.)

3. STATUS

- o On Schedule

4. PLANS for NEXT PERIOD

- o Completion of the Definition Phase
- o Continuation of the Preliminary Design Phase

5. LONG-TERM OUTLOOK

- o IOC Schedule Intact

PROJECT LIFE CYCLE OBJECTIVE AND ACTION PLAN

DECEMBER 1982

OBJECTIVE NO.	OFFICE	RESPONSIBLE OFFICER	FY RESOURCE ESTIMATE			STATUS			
DA83-3 ACIS	DDA/OF		FY	WKYR	DOLLARS	PERIOD	+	=	<
OBJECTIVE TO DEVELOP AN AGENCY AUTOMATED COMPENSATION AND INFORMATION SYSTEM THAT INTEGRATES EXISTING COMPENSATION SYSTEMS AND WHICH IS RESPONSIVE TO MANAGEMENT INFORMATION NEEDS, BY 1988.		SDD/A/ODP	83	20.7		OCT-DEC		=	
			84	26.7		JAN-MAR			
			85	36.3	1879	APR-JUN			
			86	29.5		JUL-SEP			
			87	14.4					
						+ EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN			

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ACTION PLAN (MILESTONES)

COMPLETION YEAR: SCHEDULED O; ACTUAL X

FY 82	FY 83	FY 84	FY 85	FY 86	FY 87
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
1. COMPLETE THE DEFINITION PHASE	O				
2. COMPLETE PRELIMINARY DESIGN PHASE	O				
3. ATTAIN INITIAL OPERATING CAPABILITY		O	O		
4. DATA ONLINE FOR T/A AMENDMENTS			O	O	
5. DATA ONLINE FOR LEAVE/PAY ADJUSTMENTS			O	O	
6. PRIOR PAY PERIOD DATA ONLINE			O	O	
7. PROVIDE ONLINE ACCESS TO OTHER SYSTEMS ACTIVITY			O	O	
8. PROVIDE CAPABILITY TO INPUT TRANSACTIONS ONLINE			O	O	
9. PROVIDE INTEGRATED COMPENSATION SOFTWARE		O			O
10. PROVIDE CAPABILITY FOR AUTOMATIC RETROACTIVE ADJUSTMENT					O
PEAK PERSONNEL	7 15 19 27 26 24 24 30 30 35 35 38 48 41 50 42 42 30 30 20 25 25				

PROJECT LIFE CYCLE OBJECTIVE AND ACTION PLAN										DECEMBER 1982				
OBJECTIVE NO.	OFFICE	RESPONSIBLE OFFICER	FY RESOURCE ESTIMATE		STATUS									
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			84	26.7		JAN-MAR								
			85	36.3	1,879	APR-JUN								
			86	29.5		JUL-SEP								
			87	14.4										
						+ EXCEEDING PLAN = MEETING PLAN < BEHIND PLAN								
ACTION PLAN (MILESTONES)			FY 83		COMPLETION MONTH: SCHEDULED O; ACTUAL X									
			OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
2.0 PRELIMINARY DESIGN PHASE (BEGAN SEPTEMBER 1982)														
2.1 DEVELOP PRELIMINARY SYSTEM DESIGN SPECS			(84)											
2.2 DEVELOP DATA SPECIFICATIONS DOCUMENT			(84)											
2.3 EXPAND INTERFACE CONTROL DOCUMENTS														
2.4 DEVELOP TRANSITION PLAN			(84)											
2.5 UPDATE REQUIREMENTS TRACEABILITY MATRIX														
2.6 OUTLINE USER MANUAL			(84)											
2.7 CONDUCT PRELIMINARY DESIGN REVIEW			(84)											
2.8 BASELINE PRELIMINARY SYSTEM DESIGN			(84)											
PEAK PERSONNEL			26	27	27	26	26	26	24	24	24	24	24	24

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